

MEMORANDUM FOR ALL FAHC PERSONNEL

SUBJECT: FY10 Holiday Schedule

1. This guidance is applicable to all personnel at Fox Army Health Center. The dates in this guidance were selected in order to correspond with federal holidays and synchronize with known Garrison and community observances.

2. The FY10 Holiday schedule for FAHC is as follows:

a. We will observe the following public holidays:

Columbus Day	12 Oct 09 (Monday)
Veterans' Day	11 Nov 09 (Wednesday)
Thanksgiving Day	26 Nov 09 (Thursday)
Christmas Day	25 Dec 09 (Friday)
New Year's Day	01 Jan 10 (Friday)
Martin Luther King, Jr. Day	18 Jan 10 (Monday)
Presidents' Day	15 Feb 10 (Monday)
Memorial Day	31 May 10 (Monday)
Independence Day (Observed)	05 Jul 10 (Monday)
Labor Day	06 Sep 10 (Monday)

b. FAHC will also observe the following military training holidays:

27 Nov 09 (Friday after Thanksgiving) (NO patient appointments scheduled)
24 Dec 09 (Thursday before Christmas) (NO patient appointments scheduled)
31 Dec 09 (Thursday before New Year's Day)
15 January 2010 (Friday before Martin Luther King, Jr. Day)
28 May 10 (Friday before Memorial Day)
02 Jul 10 (Friday before Independence Day)
03 Sep 10 (Friday before Labor Day)

3. Fox Army Health Center's annual Organization Day is scheduled for Friday, 6 August 2010. Organization Day is considered a duty day and personnel not participating must be in approved leave status or in their normal place of duty.

4. As an Army at war, military training holidays must not adversely affect our support to our customers. Therefore, consistent with mission and operational requirements, we will treat the days in subparagraph 2b above as training holidays for military personnel. Civilian personnel may, at their request, be granted annual leave, compensatory time off, or leave without pay while maintaining open customer service offices. Maximum

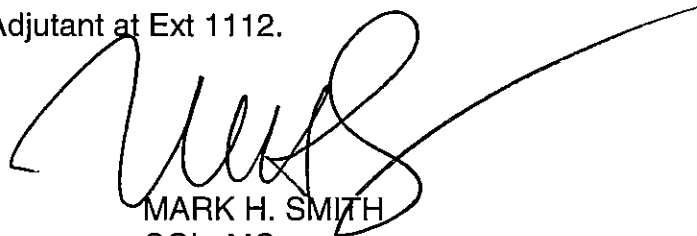
use of leave is encouraged. Division and Section Chiefs will ensure even reduced business operations continue on training holidays in support of the customer.

5. On training holidays the Primary Care Clinic will be open from 7:30 - 11:30 a.m. for scheduled appointments. The pharmacy, medical records window and the TRICARE Service Center will be open until 12:00 p.m. The Central Appointments telephone line will be answered until 4:30 p.m. All other clinics and services will be closed the entire day. There are two training holidays when no patients are scheduled and the health center is closed all day; 27 November and 24 December.

6. The Fox Army Health Center holiday season is 21 Dec 09 - 1 Jan 10. Follow Army regulations and civilian labor practices in planning / executing holiday work schedules.

7. To ensure safe and enjoyable holiday periods, supervisors will conduct pre-holiday safety briefings for every holiday weekend/period.

8. The point of contact is the Adjutant at Ext 1112.

A large, stylized handwritten signature in black ink, appearing to read 'MHS', is positioned above the printed name and title.

MARK H. SMITH
COL, MC
Commanding